

## **VETERANS' COUNCIL AGENDA – SEP 2015**

**Call to Order**

**Approval of minutes**

### **Old Business**

1. Jeff Melton update on memorial tracking
2. Alternate monument location – Update from Bill Hayner
3. “Purple Heart Town” Update

### **New Business**

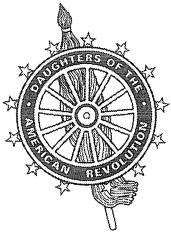
1. POW/MIA Memorial design review
2. DAR Grant application (for documenting existing war records/electronic database)
3. Open forum

**Next meeting date**

**Meeting adjourned**

# POW MIA Memorial - ARLINGTON TOWN HALL





# National Society Daughters of the American Revolution

*Lynn Forney Young, President General*

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SPECIAL PROJECTS GRANTS COMMITTEE — Dianne Biggs Janis, *National Chair*

110 Fawncrest Court, Flat Rock, NC 28731-8539 ★ E-mail: [dargrants@dar.org](mailto:dargrants@dar.org)

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## 2015–2016 SPECIAL PROJECTS GRANTS APPLICATION INSTRUCTION SHEET

### ELIGIBLE PROJECTS

Projects considered for grants must directly support one of three DAR mission areas: historic preservation, education, or patriotism. **Secured funding for the entire project (less the amount requested by this grant application) is required to assure DAR of completion of the total project.** Entities awarded a Special Projects Grant in one administration must wait until the next DAR administration (e.g. July 2013–June 2016) before applying for another grant.

Examples of activities not eligible for grant funding include: administrative expenses, operating expenses (rent, salaries, benefits, utilities, printing, etc.), surveys, permits, drawings, travel (mileage, lodging, meals, site rental), food or beverages, vehicles, fundraising, conferences, events, reenactments, productions or performances, trips, camps, workshops, scholarships or politically motivated activities.

### APPLICATION REQUIREMENTS

There is no official grant application form; applications are written in narrative form with a maximum of eight one-sided pages, including photographs, and submitted without attachments, binders or special covers. A grant application must include:

1. **Sponsorship Letter** (page one): A one-page letter of sponsorship signed by a current elected officer of a DAR chapter or state society. The letter of sponsorship must include the chapter or state society name, city location, and state. An email address and telephone number of the officer writing the letter is required. The letter may be brief using information provided by the applying entity on the grant application and should express the chapter or state society's support for the project. A DAR chapter or state society applying for a grant writes its own sponsorship letter. A grant applicant may contact the national chair by email to locate a DAR chapter or state society.
2. **IRS 501(c)(3) Public Charity Letter and EIN** (page two): A copy of page one of the applicant's IRS 501(c)(3) public charity designation letter; if the EIN is not included on the IRS letter, it should be noted in the margin. Verification will be made to ensure the entity is current on its appropriate IRS 990 filing. (DAR chapters or state societies appropriately filing their IRS 990/EZ/N returns are covered under DAR's non-profit umbrella. They need not provide their 501(c)(3) designation letter; their EIN must be provided on the Grant Cover Page.) An entity may not apply under the sponsorship name and/or EIN of another non-profit.
3. **Grant Cover Page** (page three): A one-page cover page containing the following:
  - Applicant entity's name and the project name.
  - Total cost of the project, rounded to the nearest dollar. If the request is for a phase of a larger project, then the total cost of the phase is also required.
  - Amount of the requested grant, rounded to the nearest dollar.
  - Identification of the project's DAR mission area: Historic Preservation, Education, or Patriotism. (Identify only one.)

- Entity applying for the grant, address, telephone number, website, email address and EIN.
- Entity's principal officer's name, address, telephone number, and email address.
- Grant writer's name, address, telephone number, and email address.
- Name, address, telephone number and email address of the person overseeing the project, and that person's experience managing similar projects.
- A brief description of the project.

4. **Project Narrative, Detailed Budget, Description of Secured Funds** (maximum of five pages; six pages if a DAR chapter or state society): The grant application narrative containing the following headings and responses:

- Description of the project, specifically explaining what the project will encompass.
- Description of the urgency of the project, and the short-term consequences of not undertaking the project.
- Explanation of how the project will benefit the community or area.
- List of ways DAR will be acknowledged for participation in the project.
- Detailed timeline for the project, or phase if part of a larger project. (The project, or phase, must not be started before notification of success of the grant award (May 1), and must be completed by June 30 of the year following the grant award.)
- Detailed budget, including expenses for the project, or phase. The budget section must include the following:
  - ◆ Project budget, or phase if within a larger project presented as a list, table or chart, showing detailed project budget expenses, which also includes the use of secured funds to complete the total project.
  - ◆ List of all amounts of funding currently in place to complete the total project.
  - ◆ List, separate from the budget, of all in-kind contributions to complete the project. Administrative expenses and in-kind contributions or labor may not be included in the project budget or project total.
- An estimate, upon completion of the project, of the ongoing financial need for support, if any, and the source of these funds.

## SUBMISSION REQUIREMENTS

- Five stapled sets of the complete application packet are required.
- Completed applications **must be postmarked on or before December 31**, and mailed by USPS or other mail carrier to the NSDAR Special Projects Grants national chair at the address above. Late applications are not accepted.
- **Failure to follow directions precisely will eliminate the application from consideration.**

## JUDGING AND AWARD OF GRANTS

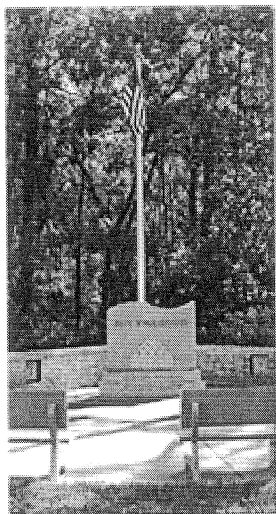
All grants are judged and awarded competitively without regard to gender, race, color, religion, national origin or disability. Notification of an awarded grant, accompanied by a Grant Agreement Form outlining the details governing the grant, is emailed by the national chair **by May 1** following approval by the NSDAR Executive Committee.

## DISTRIBUTION OF GRANT FUNDS AND PROGRESS REPORTS

**By July 1**, and following DAR's receipt of the completed Grant Agreement Form and documentation of secured funds, half of the approved grant funds are disbursed to the grantee. Six- and nine-month project progress reports are required, along with receipts for work included in the report. The remainder of the funds are distributed after submission of the final report. Records substantiating that grant funds received have been used solely for the purposes described in the application must be maintained by the grantee and available for inspection.

Visit [www.dar.org/grants](http://www.dar.org/grants) for additional information and guidance. Questions regarding DAR Grants may be emailed to the national chair.

# Application Instructions



The Special Projects Grants program does not use an application form; instead the application is written in narrative style. It must include a description of the project and its cost; the amount of the requested grant (not to exceed \$10,000); detailed budgeted costs and confirmation of secured funds for completion of the total project, less the amount of the grant application.

A project designation which exemplifies the area of historic preservation, education or patriotism is required as is a description of how DAR recognition will be demonstrated.

A grant application must provide a brief history of the applying organization and the project, as well as information on the project's local community or region. A description of how the project will benefit the community or region and the project's need must be included.

A Special Projects Grant application must be accompanied by a letter of sponsorship from a DAR chapter or state society. If a referral to such a DAR entity is desired, contact this committee's national chairman.

See the Application Instruction Sheet for more detailed requirements.

**[Click here to download the Application Instruction Sheet](#)**

Additional application guidance can be found on the Tips for Writing a Successful Grant page.

Special Projects Grant applications are scored by panels of independent, non-DAR judges, selected upon their experience and backgrounds in the DAR mission areas of historic preservation, education or patriotism.

Questions the judges consider as they evaluate a Special Projects Grant application:

- Is the application complete and presented in a professional manner?
- Does the cover page description and outline clearly describe the project?
- Does the application demonstrate a significant benefit and need for the project?
- Does the project significantly benefit and impact the community, region or state?
- Is there public recognition and acknowledgment of DAR involvement in the project?
- Does the timeline support a realistic project completion within one year of funding?
- Are the listed budget dollar amounts realistic and sustainable project costs?
- Are all funding sources listed and secured to complete the project?